

[Your Name/Law Firm Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

RE: Notice of Termination of Legal Representation

Dear [Client Name],

Please be advised that [Your Name/Law Firm Name] is terminating its legal representation of you in regarding [Description of Matter/Case Number], effective as of [Date].

This decision has been made because our formal legal guidance and advice have repeatedly been disregarded. As previously discussed on [Date of previous warning], our ability to provide effective representation depends on a cooperative relationship and adherence to legal strategy. Your decision to ignore our counsel has resulted in an irreconcilable breakdown in the attorney-client relationship, making further representation impossible.

Regarding your file:

- We have enclosed all original documents provided by you.
- Relevant upcoming deadlines include: [List Deadlines or write "None"].
- We recommend you retain new counsel immediately to ensure your interests are protected.

We will file the necessary motions with the court to withdraw as counsel of record. Please notify us where to forward any remaining funds in your trust account after final billing is processed.

Sincerely,

[Your Signature]
[Your Printed Name]